



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Manager of Civic Engagement
Division: Civic Engagement
Salary: Commensurate with experience
Location: Chicago, Illinois

Overview: Plans, coordinates and assists the Deputy Chief of Staff for Civic Engagement with the daily operations of the Civic Engagement Division. Responsible for the promotion of all programs offered by Illinois State Treasurer's Office. The individual in this position works closely with the Deputy Chief of Staff for Civic Engagement to ensure that staff within the division is efficiently promoting and creating opportunities to advance and advocate the various programs and services offered by the Illinois State Treasurer's Office. Work performed includes: managing assigned staff, reviewing marketing efforts to meet the administration's priorities and initiatives; developing activities and methods to promote the Treasurer's programs; and coordinating marketing resources.

Duties and Responsibilities:

- Manages and supports Community Affairs Specialists and Marketing Representatives et al. to ensure advancement of business relationships with the current contact portfolio to create opportunities for all office programs offered by the State Treasurer's Office (STO).
- Provides guidance and support to Community Affairs Specialists and Marketing Representatives et al. to ensure creation of new relationships to open up opportunities for STO programs.
- Works with Human Resources to manage all personnel-related matters regarding staff under this positions supervision.
- Authorizes travel vouchers and documentation ensuring proper adherence to travel regulations of the state and the Treasurer's office.
- Supports and facilitates development and implementation of various marketing plans.
- Provides support on strategic outreach planning to enhance the effectiveness of the office communications to the public.
- Provides constituent services as needed.
- Conducts research on opportunities for advancement of all programs offered by STO.

Requirements/Qualifications: Bachelor's degree in business or related field; four (4) or more years related work experience, two (2) or more years management experience; OR any equivalent combination of education and experience that provides the required knowledge, skills, and ability to carry out the duties of the position.

Application Process: Send a completed employment application, a letter of interest and resume via email to:

Deputy Chief of Staff for Human Resources & Equal Employment Opportunity

Email: HR@illinoistreasurer.gov

<http://www.illinoistreasurer.gov/about-us/employment.aspx>

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States.

State Capitol
Room 219
Springfield, IL 62706
Phone: (217) 782-2211
Fax: (217) 785-2777
TTY: (866) 877-6013

James R. Thompson Center
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Phone: (312) 814-1700
Fax: (312) 814-5930
TTY: (866) 877-6013

Illinois Business Center
400 West Monroe Street
Suite 401
Springfield, IL 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
TTY: (866) 877-6013

Myers Building
One West Old State Capitol Plaza
Suite 400
Springfield, IL 62701
Phone: (217) 785-6998
Fax: (217) 557-9365
TTY: (866) 877-6013